



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: September 4, 2018

CLOSING DATE: October 3, 2018 at 17:00 Hours GMT

**SUBJECT: SOLICITATION NUMBER 72062418B00009 A PERSONAL SERVICE CONTRACTOR FOR A LOCAL U.S. CITIZEN AS EMERGING PANDEMIC THREAT/INFECTIOUS DISEASE (EPT-ID) ADVISOR.**

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development (USAID), is seeking applications from qualified U.S. citizens interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission, and must submit all required documentations. The EPT-ID Advisor position will be located in the USAID Office in Accra, Ghana.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration (see details on page 11).

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
- Supplemental document addressing the evaluation factors; and
- List of three to five professional references.

All application packages are to be submitted via email to: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)

**The highest ranking applicants may be selected for an interview. The purpose of the interview is to provide additional information on how the applicant meets the requirements of the solicitation. The interview will be part of the evaluation process.**

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Any questions concerning this solicitation may be directed to Daniel Kissiedu at [dkissiedu@usaid.gov](mailto:dkissiedu@usaid.gov) or Mildred Agbo at [magbo@usaid.gov](mailto:magbo@usaid.gov) later than September 14, 2018; no questions will be entertained after this date.

Application Form AID 302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karla Camp', with a stylized, cursive script.

Karla Camp  
Regional Contracting Officer  
Regional Acquisition and Assistance Office  
USAID/West Africa

SOLICITATION NUMBER 72062418B00009  
EMERGING PANDEMIC THREAT/**INFECTIOUS**  
DISEASE (EPT-ID) ADVISOR

SOLICITATION NUMBER:	72062418B00009
ISSUANCE DATE:	September 4, 2018
CLOSING DATE/TIME:	October 3, 2018 - 17:00 Hours GMT
POSITION TITLE:	Emerging Pandemic Threat/Infectious Disease Advisor.
MARKET VALUE:	\$ 75,628- \$98,317 The market value for this position is equivalent to GS-13 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary
AREA OF CONSIDERATION:	The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S Citizen interested in providing Personal Services Contract services as described in the attached solicitation.
PERIOD OF PERFORMANCE:	Two (2) years with three one year options to extend for a total of 5 years maximum. Option year extension is contingent on satisfactory performance, continued need for the services and availability of funds
PLACE OF PERFORMANCE:	USAID/US Embassy, Accra, Ghana.
SECURITY/MEDICAL CLEARANCE:	Selected applicant must obtain Facility Access clearance and Medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

### 3. PURPOSE AND OBJECTIVES

The U.S. Agency for International Development (USAID) seeks to employ a local hire U.S. Personal Services Contractor (USPSC) who will support country missions in West Africa to

help ensure that the implementation of the Emerging Pandemic Threats portfolio as part of the U.S. Government (USG) Global Health Security Agenda portfolio in West Africa is coordinated and effective. This agenda includes programs and partner coordination to support the prevention, detection, and response to infectious disease outbreaks.

The Regional EPT/ID Advisor is responsible for overseeing a complex multi-sectoral, multi-country portfolio; providing leadership and technical support to the full range of investments related to the USAID/Emerging Threats Division's (USAID/ETD) portfolio in Africa; and coordinating USG assistance in this area to align with Mission and local government priorities. The incumbent serves as a high-level technical advisor to the West Africa Regional, and Ghana Mission, countries served by West Africa Regional, and other bilateral USAID Missions in West and Central Africa with EPT and GHSA programs as needed. The incumbent works with regional institutions and across multiple African countries, representing USAID at official West Africa Regional and national government events, donor forums and technical working groups; and serves as the nexus of coordination among implementing partners and other USG agencies as it relates to the EPT and GHSA portfolio. S/he will support planning and reporting by missions in the region to help ensure that they are in accordance with Agency and State Department directives.

The incumbent carries out a full range of consultative, advisory, strategic planning, global project design, and coordination activities for USAID/ETD's portfolio in Africa. The incumbent is responsible for working closely with Washington-based AORs to ensure coordination across all assets across the portfolio and to ensure that program activities are well coordinated with national governments in focus African countries. The incumbent must work across multiple sectors and is USAID/ETD's primary bridge and relationship between the EPT2 partners, the GHSA portfolio partners, regional institutions, and national government representatives including Prime Ministers' offices and Ministries of Health, Agriculture, Environment, Forestry, and others. The incumbent has a coordinating role in the sensitization and adoption of the role of One Health in EPT and regional level implementation of GHSA in West Africa. This includes work with the West Africa Health Organization and its implementation of the regional Roadmap for One Health.

#### **4. BACKGROUND**

In today's globalized world, the speed with which newly emergent diseases can surface and spread raises serious public health, economic, security and development concerns. It also underscores the need for the global community to act preemptively and systematically to improve individual countries' abilities to identify and quickly mitigate health threats arising within their borders.

The majority of all new, emerging and reemerging diseases affecting humans at the beginning of the twenty first century have originated from animals. Many of these infectious diseases are of serious concern to human and animal health, and they are emerging in places where humans, wildlife, and domestic animals are increasingly in contact. The early recognition of a potential threat allows for a global effort to take preemptive steps to bring the spread of the virus under

greater control – and by extension possibly reduce the opportunities for it to emerge as a pandemic threat.

The socio-economic implications of existing and emerging zoonotic threats were underscored by Ebola Virus Disease outbreak in West Africa. In response to the devastating effects of the outbreak on the region, in December 2014, the USG prioritized support to prevent, detect, and respond to infectious disease outbreaks.

The effective response to the challenges caused by the emerging multifaceted health threats undoubtedly requires a multidisciplinary approach. The EVD epidemic, MERS, and a recent spread of Avian Influenza in West Africa are jarring examples of the need for greater capability in all countries and across multiple sectors to rapidly detect and respond to new or re-emerging public health threats. In November 2014, USAID launched the second, five year phase of the Emerging Pandemic Threats Project (EPT 2).

At the core of EPT 2 are seven areas of strategic focus:

1. Developing longitudinal data sets for understanding the biological drivers of viral evolution, spillover, amplification, and spread;
2. Understanding the human behaviors and practices that underlie the risk of “evolution, spillover, amplification and spread” of new viral threats;
3. Promoting policies and practices that reduce the risk of virus evolution, spillover, amplification, and spread, specifically targeting four areas of risk identified under EPT-1; The Extractive Industry, Urban/peri-urban markets, Livestock “value chains” in Asia, and Africa Livestock Futures;
4. Supporting national One Health platforms;
5. Investing in the One Health workforce;
6. Strengthening national preparedness to respond to events of public health significance;
7. Strengthening global networks for real-time bio-surveillance.

## **5. BASIC FUNCTION OF THE POSITION**

Specific responsibilities for this USAID/WA-funded position shall include but not be limited to:

### **Coordination and Integration (50%)**

- Coordinate USG-funded activities in the region in collaboration with other USG Colleagues including USAID, CDC and DOD, to ensure the most cost effective and diplomatic approach to supporting local governments’ and the USG’s goals under GHSA.
- Develop and maintain relationships with relevant ministries, bilateral donors, regional organizations (e.g., ECOWAS - WAHO, the Regional Animal Health Center), international organizations (WHO, FAO, OIE, etc), private sector and local/international NGO’s to ensure that programs are coordinated and supported as appropriate.
- Ensure integration of EPT regional activities with the broader USAID and USG portfolio; seeking cost efficiencies and economies of scale. Work across the region with partners to ensure that linkages with the broader GHSA portfolio are understood and integrated.

- Support the regional coordination of rollout and country adoption of One Health Strategies in the region of West Africa.
- Support regional coordination of EPT 2 implementing partners, with host governments, USG agencies, and other key stakeholders during the planning and implementation of USAID's contributions to GHSA and Ebola preparedness and recovery in the region.
- Represent the USAID/ ETD's regional portfolio, as well as share best practices and lessons learned, in regional fora.

Regional Coordination:

- Communicate regularly with, and support the networking of USAID health officers working on GHSA in all supported West Africa countries
- Lead regular communications outreach on epidemiology/outbreaks in the region, featuring local sources including the WAHO weekly Epidemiological Bulletin
- Keep abreast of West and Central Africa countries' efforts and requests for assistance in coordination with West Africa Country backstops in Washington.
- Coordinate TA to countries across the region, including workshops and international TA resources
- Be a key POC for Washington to convey information from the field for their decision-making purposes
- Participate on all coordination calls with Washington (Mission Director calls, calls with AFR, calls with BGH and State Dept Ebola calls).
- Participate in Regional meetings related to One Health and GHSA
- Provide briefings to senior staff and country team as needed.

Bilateral Coordination USAID/Ghana and other Offices/Missions:

- Liaise with and attend meetings related to the Accra Mission Interagency GHSA meetings to lend regional perspective and Ghana-specific inputs (CDC-led).
- Participate in Government of Ghana (GOG) coordination meetings related to GHSA as needed in a support role (USAID/Ghana lead)
- Serve as a liaison to USAID/USG for warehousing of regional stocks of PPE
- Serve as a liaison to GOG for PPE and other commodity donations from USG
- Provide technical assistance to USAID and GOG on Outbreak Preparedness and GHSA capacity building as requested
- Support USAID/Ghana and other West Africa offices/Missions with inputs to talking points/briefing materials and other reports as requested
- Support to Cote d'Ivoire, Benin, Togo, Cameroon, Burkina Faso, Nigeria and Niger as needed with short-term, limited TA for ID, EPT, One Health, and GHSA support generally.

Technical Advice and Representation (30%)

- Serve as the technical lead for Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, Zoonotic Diseases and One Health on behalf of USAID/West Africa and USAID/Ghana
- Work closely with regional country teams to engage in high-level advocacy with regional organizations and various ministries from host government to ensure effective USAID

support to the implementation of GHSA in Ghana and regionally. Represent USAID to high level USG diplomats and VIPs, Senior Government Officials, and other external partners as appropriate.

- Provide technical support/guidance to host governments in establishing effective and improved roadmaps to achieving GHSA targets. Ensure the EPT 2 activity is aligned with regional governments' priorities, and GHSA requirements.
- Keep abreast of new developments and emerging issues that affect USAID's priorities related to GHSA. Share relevant information and recommendations with USAID and other USG colleagues. This includes current information on outbreaks globally and in the region.
- Represent USAID/EPT at GHSA/infectious disease events in the region as needed.

Program Management, Monitoring and Evaluation (20%)

- Support USAID/Ghana and other officers to ensure that guidance is clear and that GHSA and EPT 2 activities are carried out in accordance with USAID directives and in collaboration with other Global Health Security programs in the region.
- During disease outbreaks work in coordination with USAID Washington, USAID Country missions, USG interagency, and other donors to ensure a response.
- Work closely with Washington, West Africa Regional, Ghana and other country AOR/CORS to assist in coordinating, monitoring and evaluating regional and country-specific EPT and Ebola Preparedness activities as needed.
- Support development of indicator and performance monitoring plans for EPT and GHSA related activities at regional and country levels. Monitor progress according to this plan, including compilation and some analysis of indicators.
- Work with USAID/WA on data analytics and GIS to support data analysis, reporting, and advocacy work of GHSA and EPT work.
- Document and track technical and programmatic lessons learned to help guide implementation and policy implementation

## 6. POSITION ELEMENTS

**The Emerging Pandemic Threat/Infectious Disease Advisor** will be supervised by and report to the Health Office Director or his or her delegated representative within the USAID/West Africa Office in Accra, Ghana

### a. Available Guidelines:

USAID regulations (including the Automated Directives System), other guidelines include USAID Mission Orders, other relevant reports, and other published and unpublished guidelines. Many guidelines are general in nature and not specific to the situation at hand; in situations where considerable interpretation is required the incumbent will coordinate with appropriate superiors.

### b. Exercise of Judgment:

Good judgment is required to analyze, interpret, and adapt prior experience, particularly as guidelines are updated and new activities developed. Within a range determined by the incumbent and superiors, the incumbent exercises independent judgment in planning and

follow-up of actions and assignments. The incumbent works with a high level of independence.

c. Authority to Make Commitments: None.

d. Nature, Level, and Purpose of Contacts:

The Regional EPT/ID Advisor is responsible for overseeing a complex multi-sectoral, multi-country portfolio; providing leadership and technical support to the full range of investments related to the USAID/Emerging Threats Division's (USAID/ETD) portfolio in Africa; and coordinating USG assistance in this area to align with Mission and local government priorities. The incumbent serves as a high-level technical advisor to the West Africa Regional, and Ghana Mission, countries served by West Africa Regional, and other bilateral USAID Missions in West and Central Africa with EPT and GHSA programs as needed. The incumbent works with regional institutions and across multiple African countries, representing USAID at official West Africa Regional and national government events, donor forums and technical working groups; and serves as the nexus of coordination among implementing partners and other USG agencies as it relates to the EPT and GHSA portfolio. S/he will support planning and reporting by missions in the region to help ensure that they are in accordance with Agency and State Department directives.

The incumbent carries out a full range of consultative, advisory, strategic planning, global project design, and coordination activities for USAID/ETD's portfolio in Africa. The incumbent is responsible for working closely with Washington-based AORs to ensure coordination across all assets across the portfolio and to ensure that program activities are well coordinated with national governments in focus African countries. The incumbent must work across multiple sectors and is USAID/ETD's primary bridge and relationship between the EPT2 partners, the GHSA portfolio partners, regional institutions, and national government representatives including Prime Ministers' offices and Ministries of Health, Agriculture, Environment, Forestry, and others. The incumbent has a coordinating role in the sensitization and adoption of the role of One Health in EPT and regional level implementation of GHSA in West Africa. This includes work with the West Africa Health Organization and its implementation of the regional Roadmap for One Health.

e. Time Expected to Reach Full Performance Level: 6 Months

## 7. SELECTION/EVALUATION CRITERIA: EDUCATION/EXPERIENCE REQUIRED FOR THE POSITION

### **Education (10%)**

A Master's degree in Public Health or related field required. Additional qualifications (certificates, training, courses, degrees) about pandemic threats, health information systems, program management, capacity building, strategic planning, or other areas of relevance to the position are desirable.



**Technical knowledge (25%)**

The incumbent should possess a broad range of knowledge about epidemic/pandemic threats in West and Central Africa. The incumbent must have strong analytical skills, including an ability to comprehend and use quantitative and analytical information from development and peer-reviewed literature, as well as to objectively evaluate programs. S/he must demonstrate good knowledge of health systems challenges in West and Central Africa, as well as sociocultural and political issues related to pandemic threats in the region.

**Work experience (30%)**

At least seven years of progressively responsible experience in stakeholder coordination strategic planning, policy development or advocacy, and program management is required. At least 2 of those years should be in developing country contexts, such as those in Sub-Saharan Africa, demonstrated experience coordinating senior level stakeholders and complex processes towards meeting common goals and demonstrated experience representing and speaking at technical events, such as workshops.

**Skills and abilities (35%)**

The incumbent must have excellent interpersonal skills and ability to establish and maintain professional and effective contacts with the regional government officials, other donors, implementing partners, private sector representatives, USAID/Washington headquarters staff, and USAID/West Africa staff. Excellent oral and written communication skills required. Management and organizational skills must be demonstrated. Then incumbent should be able to exercise independent judgment, work under pressure and meet deadlines, liaise with multiple partners at all levels (such as host governments and donors), and adapt to rapidly changing needs. The incumbent is expected to be able to operate major office software packages (Microsoft, Google, etc.). French language fluency (3/3) is desirable.

**8. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS.**

The applicant selected to fill this position must be able to obtain a security clearance/employment authorization which involves applicant's comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive medical clearance to work worldwide. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer.

The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

**9. INSTRUCTIONS TO APPLICANTS:**

Submission of a resume alone **IS NOT** a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being

considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>)

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.

Applicants must provide a minimum of three and a maximum of five references within the last five years from the applicant's professional life namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

Applicants also must address the above **Section 7: Selection/Evaluation Criteria**, in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page.

#### **10. LIST OF REQUIRED FORMS FOR PSCS:**

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Application for Federal Employment (AID 302-3);
2. Contractor Physical Examination (AID Form 1420-62). \*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*
4. Questionnaire for Non-Sensitive Positions (SF-85). \*
5. Finger Print Card (FD-258). \*

\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**1. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>. AIDAR Appendix D applies to USPSC respectively and can be found at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

**2. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

(NOTE: An individual defined as a USPSC employee may only be eligible for those benefits listed below.)

Employee's FICA and Medicare Contribution (USPSCs only)  
Contribution toward Health & Life Insurance  
Pay Comparability Adjustment  
Eligibility for Worker's Compensation  
Annual & Sick Leave  
Access to Embassy commissary (with associate membership) and DPO mail.

\*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes

**END OF SOLICITATION**